



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 10/24/2016	Employee Requisition Number ER-17059	JOB OPPORTUNITY	
Title/Position: SECRETARY III			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: FEDERAL ROADS CONSTRUCTION	Location: Okmulgee	Location Code: 205	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The Secretary III provides office support for management and staff. The Secretary III shall type memos and other general office duties for the staff.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Make copies, mail and maintain a log of outgoing correspondence 2. Display professional telephone answering skills and take messages and records messages for TTP Engineer and staff 3. Assist staff members in meeting project deadlines 4. Shall prepare purchase requisitions 5. Shall maintain office forms 6. Shall ensure efficient functioning of office machines (copiers, printers, fax machine, etc.) 7. Prepare travel requests and reimbursement forms 8. Prepare memorandums for Manager's signature 9. Maintain accurate files for ordinances and legislation 10. Attend meetings as required and prepare agendas as needed 11. Assist in budget preparation 12. Knowledge of the Department program 13. Assists in the planning of workshops/trainings 14. Run errands for preparation of workshops/trainings 15. Shall make daily trips to the Finance department and Complex 16. Perform light housekeeping tasks 17. Distributes memos to staff to make sure they are notified about meetings, events, etc., regarding the Muscogee (Creek) Nation 18. Composes and/or types correspondence 19. Facilitates documents, incoming and outgoing correspondence 20. Book appointments for TTP Engineer 21. Books travel reservations for TTP Engineer 22. Prepares mileage and travel reimbursement reports for the TTP Engineer, and staff and field crew 23. Maintains files regarding current driver licenses, vehicle and equipment inventory 24. Places bids for purchases of supplies and other related departmental purchases via purchase requisitions 25. Prepares and maintains spreadsheets and files for all purchase



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	orders issued, pays all invoices and monitors balances for each one 26. Submits correspondence to the appropriate departments including purchase orders to close, as needed 27. Obtains required information from new Contractors and vendors in order for their services to be utilized by the Federal Roads Program 28. Completes and submits applications to the Oklahoma Department of Public Safety for issuance of permits as heavy equipment is moved from one job location to another 29. Obtains seba reports regularly in order to verify expenditures, encumbrances and balances for all road project 30. Scans & forwards document as needed 31. Other duties as assigned
Minimum Requirements:	1. Minimum Requirements – High School Diploma, experience in secretarial duties (experience may be substituted for education), MUST BE knowledgeable in computers (Microsoft Excel and Microsoft Word)
Preferred Requirements:	Associates Degree in Office Administration, Business
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

Customer Service:	Responds promptly to customer needs.
Interpersonal Skills:	Maintains confidentiality; Keeps emotions under control.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
Written Communication:	Writes clearly and informatively; Able to read and interpret written information.
Teamwork:	Balances team and individual responsibilities.
Visionary Leadership:	Inspires respect and trust.
Ethics:	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Organizational Support:	Follows policies and procedures; Supports organization's goals and values.
Quality:	Demonstrates accuracy and thoroughness.
Quantity:	Completes work in timely manner.
Safety and Security:	Observes safety and security procedures.
Attendance/Punctuality:	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
Dependability:	Follows instructions, responds to management direction.

Physical Demands:



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While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.